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**BERGENFIELD LIBRARY BOARD OF TRUSTEES MEETING**  
**Conducted virtually via Zoom**

**Minutes**  
**June 11, 2020**

**Present**

Thomas Neats, President  
Dr. Nelson Reynoso, Vice President  
Barbara Chittum, Recording Secretary  
Fanny Cruz-Betesh  
Marcela Deauna, Treasurer  
Laurie Phipps  
Sarah Shaffren  
Christopher Langschultz, Alternate for Superintendent of Schools  
Allison Moonitz, Director  
Jennifer Murray, Administrative Assistant

President Neats called the meeting to order at 7:32 pm.

**Notification of Public Meeting**

President Neats read the report on public notification of this meeting.

**Minutes**

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps to accept the May 14, 2020 minutes. All in favor with the exception of Mr. Langschultz who abstained because he was not present at that meeting. Motion carried.**

**A motion was made by Mr. Langschultz, seconded by Dr. Reynoso to accept the May 21, 2020 emergency meeting minutes. All in favor with the exception of Ms. Shaffren who abstained because she was not present at that meeting. Motion carried.**

**Bills**

**A motion was made by Ms. Chittum, seconded by Ms. Cruz-Betesh, to approve the June 11, 2020 bill list. All in favor. Motion carried.**

**Public Portion**

Library employee Russell Hammond asked if questions would be allowed later in the meeting during the discussion of reopening. President Neats stated they could ask questions at that time.

**Correspondence**

Ms. Moonitz contacted the family of Robert Armbruster, 2019 Lucille Tendler Community Service award winner, to discuss their wishes for the presentation. The family indicated their preference would be a live, musical event and Ms. Moonitz is working with the Borough to see if and when a live performance and presentation would be feasible.



### **President's Report**

President Neats reported that he attended a BCCLS webinar concerning Library funding after the pandemic. President Neats emphasized that trustees should continue promote the efforts of the Library on behalf of the community during this time.

### **Committee Reports**

#### **BCCLS and Friends**

Ms. Moonitz advised that the Friends are still on hiatus due to the shutdown.

Ms. Moonitz shared that BCCLS will be voting at their quarterly System Council on purchasing software to allow patrons to perform self-checkout. Bergenfield would consider purchasing the software separately should BCCLS not vote to move ahead with it. Ms. Moonitz explained this would be a socially distant option for patrons but the normal check out option with staff would still be available.

Ms. Moonitz shared BCCLS Executive Board's recent statement on the Black Lives Matter movement via email prior to the meeting. Dr. Reynoso expressed concerns that the Library and Board need to do more to support racial diversity and combat systemic racism. Ms. Moonitz reported that she has purchased anti-racism eBooks for Bergenfield card holders as well as promoted other associated resources on the Library's various social media platforms. Dr. Reynoso and Ms. Cruz-Betesh stressed the importance of multicultural programming and staff diversity. Discussion followed concerning the Boards formal statement to the community. Ms. Moonitz was advised to modify BCCLS' statement to focus on Bergenfield.

#### **Building & Grounds**

President Neats and Ms. Moonitz informed the Board that the grant for the YA Room project has been submitted to the State.

Ms. Moonitz updated the Board on the status of the claim for the water damage in the tech workroom.

#### **Finance Committee**

The financial summary was distributed and discussed

#### **Personnel**

Ms. Moonitz will meet with the Personnel Committee over the course of the summer to discuss possible employee salary adjustments.

#### **Policy**

No report.

#### **Director's Report**

The Director's report was circulated by mail earlier this week.

Ms. Moonitz discussed the status of a currently suspended library patron. The Board clarified the suspensions term limits was specific to the Library being open and operational, therefore, the suspension should continue.

#### **Trustee Education**

No report.



### **Old Business**

No report.

### **New Business**

The Safe Work Staff Playbook, Quarantining Materials Plan and Building Reopening Phased Plan along with draft policies were all circulated by mail earlier this week. Lengthy discussion followed regarding all proposed plans, policies, staff safety and well-being, cleaning and testing requirements. Advice from the Library's attorney on these matters was also shared. Library employee Don Hansen expressed concern regarding staff members not being required to be tested. Former Library employee Alex Mendez spoke regarding her experiences with how another BCCLS library is handling returning to work. Ms. Moonitz recommended the Library begin contactless pickup on June 22, 2020.

**A motion was made by Ms. Chittum, seconded by Dr. Reynoso, to approve the implementation of the Save Work Staff Playbook, Quarantining Materials Plan and the Building Reopening Phased Plan as presented. All in favor. Motion carried.**

**A motion was made by Dr. Reynoso, seconded by Ms. Phipps to approve the Working Remotely policy. All in favor. Motion carried.**

**A motion was made by Ms. Chittum, seconded by Ms. Deauna to approve the Employee Health Screening policy. All in favor. Motion carried.**

**A motion was made by Ms. Cruz-Betesh, seconded by Ms. Phipps to approve the Personal Protective Equipment policy. All in favor. Motion carried.**

**A motion was made by Ms. Phipps, seconded by Ms. Cruz-Betesh to authorize Ms. Moonitz to begin contactless pickup at the Library on June 22<sup>nd</sup>. All in favor. Motion carried.**

The Library Board of Trustees made the decision to schedule an additional meeting in July via Zoom in anticipation of future changes related to reopening. Because the Library Board's 2020 meeting schedule was already preset, this July meeting would be advertised an emergency meeting.

### **Adjournment**

**A motion was made by Mr. Langschultz, seconded by Ms. Cruz-Betesh, to adjourn the meeting. Meeting was adjourned at 9:17 pm.**

Respectfully submitted,

*Barbara Chittum*

Jennifer Murray, Recorder for  
Barbara Chittum, Recording Secretary